

Personnel

Education and
Training Programs

**Executive Master of
Business Administration
(ExMBA) Program**

PROGRAM:

- .01 The Executive Master of Business Administration (ExMBA) Program provides supervisors and managers with a broad-based management curriculum applicable to their professional development. Eligible Laboratory employees are selected to participate in this program, which is offered by the Management Development Center of the Anderson School of Management at the University of New Mexico (UNM) main campus.

ELIGIBILITY:

- .02 To be eligible for Laboratory financial support and other considerations while in the ExMBA Program, an employee must:
- Be an exempt, regular, full-time University of California employee working at the Los Alamos National Laboratory;
 - Be a supervisor or manager at the Laboratory with three years of supervisory, management and/or project management experience;
 - NOTE:** In certain circumstances, after consulting with the Training and Development Group (HR-6), division-level managers may select an employee who has strong management potential but is not a supervisor, or a supervisor with less than three years of supervisory experience.
 - Be admitted into the UNM Anderson School of Management; and
 - Be selected by and have approval of appropriate division-level management. Approval will be based on the managerial needs of the division and other relevant business considerations. Candidate selection must be in accordance with AM 101, Nondiscrimination, Equal Opportunity, and Affirmative Action.

JOB REQUIREMENTS:

- .03 Participants in the ExMBA Program are not relieved of any of their job responsibilities because of their participation, and must continue to perform their job duties to the satisfaction of their supervisors.

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COSTS:

- .04 Costs associated with the ExMBA Program are borne by the sponsoring organizations. Costs include:
- ExMBA Program fees (includes tuition, fees, materials, books, parking, and all special events e.g., graduation).
- Participants in the ExMBA Program will not be reimbursed for any travel costs associated with participation in the program; nor will they receive per diem expenses, or reimbursement for lodging or meals, or for any other cost or expense not specifically approved in advance by Division-level management and as allowed by applicable policy.
- Covered program fees do not include the costs associated with repeating a course.
- NOTE:** The international study trip is not included (*see* [.08](#)). Continued financial and other support throughout the ExMBA Program are not guaranteed and are contingent upon satisfactory completion of required program work, satisfactory job performance, Laboratory and division needs, budgetary allowances, and other business considerations.
- NOTE:** See [AM405](#) for information regarding tax consequences of Laboratory financial assistance. Participants who have questions regarding tax treatment of these payments should consult their personal tax advisors or the Internal Revenue Service.

SALARY:

- .05 Program appointees receive their full Laboratory salaries while participating in the program, for up to 20 hours per week. This time should be reported as work time. Time in excess of 20 hours per week must be taken as vacation or other authorized leave, as allowed by applicable policy.

RESPONSIBILITIES:

HR-6

- .06 HR-6 issues a call for nominees annually and serves as a liaison to the program. Sponsoring organizations must submit applications, available from HR-6, through their division-level office.

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| Participant | .07 | Participants in the ExMBA Program are subject to all Laboratory rules, regulations, and policies, including, but not limited to, leave and attendance, discipline, and reduction in force |
| INTERNATIONAL STUDY TRIP: | .08 | An optional, 9 to 12 day international study trip is scheduled during the second year of the program. The participant's group-level manager must approve participation. Participants must pay all costs associated with their own international trips, but are considered to be in work status, that is, are not required to use accrued vacation or leave without pay. Employees who do not participate in the international trip are required to complete alternate course requirements. |

NOTE: DOE approval is required for foreign travel. Employees should consult the Travel Team in the Accounting Group (BUS-1) for more information.